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Jerry Friedman

August 10, 2001

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To: All Community Based Alternatives (CBA)
Home and Community Support Services (HCSS) Providers
CBA Assisted Living/Residential Care (AL/RC)
CBA Adult Foster Care (AFC) Providers

Subject: Long Term Care (LTC)
Information Letter No. 01-04
Quarterly Nursing Assessments

This letter provides changes to procedures for performing the Quarterly Nursing Assessment.

TIMEFRAME:

Quarterly Nursing Assessments are to be performed no earlier than 80 calendar days from the previous quarterly assessment or no later than 100 calendar days from the last quarterly assessment.

The Home and Community Support Services (HCSS) agency must continue to perform the first Quarterly Nursing Assessment on new clients within 14 days of the waiver service initiation date. The Quarterly Nursing Assessment may now be performed in conjunction with a skilled nursing visit or the Annual Reassessment. When billing for assessments the HCSS RN must not bill for the time spent processing paperwork or completing records or reports.

AUTHORIZATION:

The DHS case manager will continue to authorize 8 hours annually to perform the Quarterly Nursing Assessment.

PARTICIPANT TRANSFERS:

If a participant transfers to another agency, the first Quarterly Nursing Assessment must be performed by the gaining agency within 14 calendar days of the transfer effective date.

BILLING AND PAYMENT:

HCSS agencies are no longer authorized to bill for 2 hours of Nursing every time a Quarterly Nursing Assessment is completed. They must bill for the actual time spent doing the assessment as they would for any other type of nursing visit. The HCSS agency can still bill for a minimum of one hour of Nursing for each nursing visit. When the Quarterly Nursing Assessment is performed in conjunction with an Annual Reassessment or a skilled visit, the HCSS agency must submit a claim for the actual time the Registered Nurse spent doing both activities.

The following are examples of how claims should be submitted:

Example 1

An RN spends 1 hour and 15 minutes to perform the Quarterly Nursing Assessment and 15 minutes for wound care. The HCSS agency must submit a claim for 1 1/2 hours of Nursing.

Example 2

An RN spends 1 hour to perform the Quarterly Nursing Assessment and 45 minutes for the Annual Reassessment. The HCSS agency must submit a claim for 1 3/4 hours of Nursing.

Example 3

An RN spends 1 hour and 30 minutes to perform the Quarterly Nursing Assessment. The HCSS agency must submit a claim for 1 1/2 hours of Nursing.

An HCSS provider is entitled to reimbursement when a fifth Quarterly Nursing Assessment results within the ISP year, if the visit were done within the required timeframes.

If you have any questions about this information please contact your contract manager.

Sincerely,

signature on file

Becky Beechinor
Assistant Deputy Commissioner
Long Term Care Services

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